

Minutes of the Personnel Committee

Tuesday, May 19, 2009

Chair Schellinger called the meeting to order at 1:03 p.m.

Present: Supervisors Tom Schellinger (Chair), Steve Wimmer, Dave Falstad, Ted Rolfs, Jim Heinrich, and Pete Gundrum. Paul Decker arrived at 2:10 p.m.

Also Present: Chief of Staff Mark Mader, Senior Financial Analyst Bill Duckwitz, County Clerk Kathy Nickolaus, Employment Services Manager Sue Zastrow, Administration Director Norm Cummings, and Labor Relations Manager Jim Richter. Recorded by Mary Pedersen, County Board Office.

Approve Minutes of 4-21-09

MOTION: Falstad moved, second by Heinrich to approve the minutes of April 21. Motion carried 6-0.

Schedule Next Meeting Dates

June 2nd.

Review Correspondence

- Memorandum from the Wisconsin Counties Association to County Board Chairs and County Clerks on proposed prevailing wage provisions in the State budget.

State Legislative Update

Mader said the state's fiscal condition, largely due to declining income tax revenues, is more challenging than originally anticipated. As a result, there is the potential for shortfalls affecting all levels of government.

Executive Committee Report of 5-18-09

Mader advised of the following items discussed at the last Executive Committee meeting.

- Denied a tax refund intercept appeal. The citizen failed to appear.
- Heard a 2008 year-end report by Administration staff on capital projects.
- Approved the appointments and ordinances that were included in the last yellow packet.
- Heard committee updates.

Review and Accept the 2008 Annual Report of the County Clerk's Office

MOTION: Rolfs moved, second by Gundrum to accept the 2008 Annual Report of the County Clerk's Office. Motion carried 6-0.

County Clerk's Office: Review 2008 Year-End Budget Results and Progress on 2009 Budget

Nickolaus said the 2008 year-end budget was over by about \$1,800. This was due to lower than anticipated revenues from marriage licenses and because they under budgeted election costs. For 2009, they are about \$1,700 short of where they were at this time last year. They are on target with their municipal charge-backs which will help revenues. She will be appearing before the Finance

Committee in June for a fund transfer request for temporary extra help and office supplies as they are already over budget in both areas. Nickolaus said she believes they will come in under budget for 2009. Nickolaus said beginning in 2010, they will no longer share a position with the Treasurer's Office. Hiring temporary extra help works very well for her office. Nickolaus noted the governor's proposal to allow domestic partnerships, if it passes, will have a detrimental impact on her budget. It will not be cost effective because the charge will be less than a marriage license.

Follow-up Discussion on Exception to Personnel Policy & Procedures Section 2840, Professional Certifications and Licenses, Including Fiscal Savings and Potential Ramifications

Zastrow distributed copies of "Example of Savings for Exception to Certification/Licensing Policy." Zastrow advised she talked with Corporation Counsel Tom Farley who didn't anticipate any problems with the County paying for employee certifications if it is more cost effective to do the work in-house than to contract it out. For example, Facilities staff expect to save almost \$2,785 for annual valve inspections, minus a fee of \$180 for the certification, which is valid for four years. Gundrum wondered how long it would take staff to do the inspections. Would it take a few minutes or several hours? How do we know there would be a cost savings? Zastrow did not know.

Review County Employee Turnover Statistics

Zastrow referred to her report which included statistics for terminations of regular full/part-time employees. These include resignations, discharges, retirements, etc. but it did not include employees promoted to other positions within the County. In 2007, 97 regular full or part-time employees left County employment, there were 89 in 2008, and 30 so far in 2009. Those positions that consistently have a higher than average turnover rate include Telecommunicator, Correctional Officer, Social Worker, and Deputy Sheriff.

Discuss and Consider Establishing Standards for Exit Interviews

Zastrow referred to the Policy and Procedures pertaining to this issue. In some cases, departments choose to do their own exit interviews, for example, Health & Human Services. Human Resources staff may do exit interviews for other departments and then report back to the department, for example, Telecommunicators in Emergency Management.

Wimmer referred to the Verbal Reference section which states it is "preferable" to have the employee complete and sign the Employment Records Request form. He suggested we remove the term "preferable" and that the form be signed by all employees for liability purposes. Falstad felt it would be wise to standardize the use of the Exit Interview Questionnaire form. Zastrow said all departments use the form but admitted they don't see all of them nor are all employees given an exit interview. Falstad requested that exit interviews be conducted for all exiting employees who are willing, and that Human Resources receive copies of all Exit Interview Questionnaire forms. A consensus of the committee agreed. For appearance purposes, Wimmer suggested that the questions asking what the person liked and disliked about the job/County be given the same amount of space so it doesn't presuppose one or the other.

Decker arrived at 2:10 p.m.

Ordinance 164-O-021: Create Workforce Development Center Coordinator Position

Cummings and Richter were present to discuss this issue as outlined. The ordinance authorizes the creation of a Workforce Development Coordinator position in open pay range 12 in the Department of Administration General Fund Business Office budget. The WDC has had difficulty maintaining

a contracted operations manager due to a lack of employee benefits offered. After participating agencies explored their options, it was determined that the best solution to obtaining stable management would be for one of the WDC partner agencies to hire a full-time coordinator position.

This ordinance increases the DOA General Fund Personnel Cost and Other Revenue budget appropriations to cover the estimated partial-year 2009 cost of salary and benefits for this position estimated at \$59,500. The full-year direct personnel cost impact for 2010 is estimated to be \$105,900. There will be a memorandum of understanding among WDC partner agencies establishing that all direct personnel and operating costs associated with this position will be funded by assessments to all partner agencies (that previously paid for the contracted position, mentioned above). If this funding is reduced below the full direct cost of the position or terminated, this position will be reduced or terminated accordingly.

Cummings discussed problems at the WDC including infighting. He said they did not decide to create this position lightly and this was the only good option to get the WDC working the way it was designed and to prosper again. One of the duties will be grant writing.

MOTION: Rolfs moved, second by Falstad to approve Ordinance 164-O-021. Motion carried 7-0.

Resolution 164-R-003: Support Waukesha County Voluntary Unpaid Leave Program For 2009

Cummings and Richter were present to discuss this issue as outlined. Cummings said the Governor's budget next year will affect our budget. The unpaid leave program is voluntary and it is hopeful this will alleviate the need for forced layoffs. The program will begin on June 1, 2009 and will end on December 31, 2009. All employee accrued benefits, such as vacation and floating holidays, do not have to be exhausted before voluntary unpaid leave is requested. All leaves will be voluntary and without compensation. Richter noted this will work well in some departments and not so much in others. Cummings said this is a good opportunity to get valuable experience if they have to implement a leave program next year. Cummings said, for example, if 100 employees take one day off, it will save about \$25,000. He noted he has already heard some interest by employees. He added that 40 positions are being left open due to the projected revenue problems.

MOTION: Gundrum moved, second by Rolfs to approve Resolution 164-R-003. Motion carried 7-0.

MOTION: Rolfs moved, second by Heinrich to adjourn at 2:43 p.m. Motion carried 7-0.

Respectfully submitted,

Approved on: _____

Ted Rolfs
Secretary